

CHULA VISTA CLEAN BUSINESS PROGRAM

Questions? Call (619) 409-1975  
[www.chulavistaca.gov/clean](http://www.chulavistaca.gov/clean)



Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Strategy #		Outreach and Employee Education <i>Minimum # of Measures Needed for CLEAN Business Recognition = 3</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
1	Employee Awareness	Assign a "Green Team" or leader to be responsible for implementing green initiatives for the business	1			
2		Host in-office educational sessions to inform staff of the company's participation in the Clean Business Program and help them "go green" in the office and at home.	1			
3		Distribute educational material to employees about environmental issues such as pollution prevention, conservation, household hazardous waste, and waste reduction.	1			
4		Celebrate Earth Day or have a "Green Week" during the year that provides ways for employees to engage in green related activities.	1			
5	Green Purchasing	Implement policies that include green/sustainable purchasing that are communicated on your website and/or employee manual.	1			
6		If the business has a green/sustainable purchasing policy, include a provision that requires the purchase of EPA ENERGY STAR and Water Sense appliances and recycled content and PCF-free products (e.g., paper, business cards, folders, etc.) that contain at least 30% recycled content.	3			
7	Program Participation	Refer other businesses to the Clean Business Program. Referrals must be submitted and registered. (Up to 10 points possible)	1 per Business			
8	Other	Create your own: _____	TBD			

Strategy #		Pollution Prevention & Storm Water Management <i>Minimum # of Measures Needed for CLEAN Business Recognition = 10</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
9	Storm Drain Protection	Inspect and clean storm drains within your property annually before the rainy season (October - April).	1			
10		If applicable, keep a spill kit on hand that includes dry absorbent material and storm drain protection devices and train employees on the use of spill kits.	2			
11		Stencil storm drains with "No dumping, drains to San Diego Bay..." message.	2			
12		Post a sign around the sink area for employees that reads: "Please do not dump hazardous chemicals down sink, sewer, or storm drain!"	1			
13	Good Housekeeping Practices	Post signs at dumpster to remind employees to keep the lid closed.	1			
14		Post signs at all trash cans reminding employees to avoid placing liquids in trash and the dumpster.	1			
15		Routinely clean dumpster area, preferably using dry cleaning methods. If power washing, collect the wash water and dispose of it properly, not allowing it to enter storm drains.	1			
16		Regularly clean/sweep litter from the outdoor areas of the facility, including cigarette butts. Provide adequate ashtrays to prevent cigarette litter, if necessary.	1			
17		If applicable, routinely check company vehicles for leaks and staining on pavement and repair any leaking vehicles immediately.	2			
18		Store deliveries, supplies, and outdoor equipment under a roof.	1			
19		If applicable, install containment or berms around outdoor liquid storage and transfer areas to capture spills.	2			
20	Integrated Pest Management & Using Less Toxic Chemicals	Eliminate the use of chemical pesticides by correcting situations that attract or harbor pests.	2			
21		Purchase hazardous products, such as cleaners, in the smallest quantities possible.	1			
22		Require in janitorial contracts that safer, less toxic janitorial products are used to clean your facility, such as products that meet Green Seal standards.	2			
23		Use no or low VOC cleaning and maintenance products (such as paints, solvents, and strippers).	2			

Strategy #		<b>Pollution Prevention &amp; Storm Water Management</b> <i>Minimum # of Measures Needed for CLEAN Business Recognition = 10</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
24	<b>Recycling &amp; Hazardous Waste</b>	Recycle batteries and cell phones via an in-office battery/cell phone recycling program, or drop them off at a location that will recycle them.	2			
25		Recycle electronic equipment (such as computers, monitors, and televisions).	2			
26		Buy recycled content paint when doing remodels/touch-ups.	2			
27		Properly dispose of (recycle) unused paint by having it picked up by a licensed hazardous waste disposal company.	2			
28		Use left-over paint as a primer, or for painting door interiors and edging/jamming.	1			
29		Replace mercury-containing devices such as thermometers, thermostats, and gauges with non-mercury containing devices; dispose of mercury-containing devices properly.	2			
30	<b>Air &amp; Water Quality Protection</b>	Offer subsidized or free public transit passes to employees.	3			
31		Provide proper bicycling resources: bike racks, locker rooms, and/or showers.	4			
32		Integrate alternative fuel vehicles or hybrids into the company fleet. (Up to 50 points possible)	5 per Vehicle			
33		Communicate local air quality index alerts to employees (such as extreme heat & wildfires).	1			
34		Install a "cool" roof (lowers sun radiation on building and lowers outside air temperature).	5			
35		Install "cool" or permeable pavement (manages runoff, controls pollutants, promotes healthy growth of urban trees).	5			
36		Plant shade trees near buildings and hardscapes (sidewalk and pavement).	1			
37		Use landscaping or barriers to prevent soil erosion especially during construction or remodeling activities.	2			
38	<b>Other</b>	Use rechargeable appliances, such as small vacuums or flashlights, instead of using disposable batteries.	1			
39		Use Forest Stewardship Council-certified and rapidly-renewable wood products (such as paper, furniture, and building materials).	3			
40		Create your own: _____	TBD			

Strategy #		<b>Energy Conservation</b> <i>Minimum # of Measures Needed for CLEAN Business Recognition = 12</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
41	General	Call (619) 409-3893 to schedule a free City-sponsored energy evaluation of your facility.	1			
42		Learn how to read your bill or sign up for the online Energy Waves tool to better track energy usage. (visit <a href="https://energywave.sdge.com">https://energywave.sdge.com</a> for more information)	1			
43	Lighting	Clean lighting fixtures and lamps monthly, so that they are lighting as effectively as possible.	1			
44		Install dimmable ballasts and photocells to automatically dim lights when daylight is available.	2			
45		Install occupancy sensors for lighting in low occupancy areas such as stairwells, copy rooms, restrooms, and storerooms.	2			
46		Rearrange workspace to take advantage of natural sunlight.	1			
47		Replace all incandescent bulbs with compact fluorescent lamps.	2			
48		Replace all incandescent bulbs with LED lighting.	3			
49		Install LEDs for refrigerator case lighting.	2			
50		Retrofit exit signs with LEDs or fluorescent bulbs.	2			
51		Turn off lights and remove extra lamps where possible.	1			
52	Lighting (Cont)	Upgrade existing fluorescent lighting with more energy efficient (T-5 or T-8) fluorescent lamps with electronic ballasts.	2			
53		Use light switch reminders to remind guests and staff to turn off lights.	1			
54		Use "task lighting" to directly illuminate a work area and where extra light is needed rather than light an entire area.	1			
55		Schedule routine janitorial services during the day instead of at night to save lighting energy.	1			

Strategy #		<b>Energy Conservation</b> <i>Minimum # of Measures Needed for CLEAN Business Recognition = 12</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
56	<b>Heating &amp; Cooling</b>	Install and use computer software programs that save energy by automatically turning off idle computer monitors and printers.	2			
57		Plug all office equipment into a "smart" power strip equipped with a timer or occupancy sensor that will turn off the equipment when not in use or after working hours.	1			
58		Use an ink jet printer instead of a laser printer - they use 90% less energy.	2			
59		Use electronic equipment with energy saving features (such as ENERGY STAR-qualified models for copiers, printers and computers.)	2			
60		Use laptop computers instead of desktop computers - they consume 90% less energy.	2			
61		Install a programmable thermostat to control heating and air conditioning.	2			
62		Set & lock thermostat to 78° F maximum for cooling and 68° F maximum for heating. Also, use the thermostat's night setback.	1			
63		Install economizers and variable frequency drives (VFDs) on an existing AC system to increase efficiency.	3			
64		Perform regularly scheduled maintenance on your HVAC system - check entire system annually for leaks and obstructions and clean filters and condenser coils quarterly.	1			
65		Provide shading for outdoor HVAC condenser(s).	1			
66		Replace or supplement an existing AC system with an evaporative cooler, or a unit with a greater SEER rating.	4			
67		Install and use ceiling fans instead of air conditioning when possible.	2			
68		Use an energy management software system to control lighting and HVAC systems.	2			
69		Install window film or blinds to reduce heat gain.	1			
70		Use small fans and heaters during off hours instead of heating or cooling the entire space.	1			
71	<b>Other</b>	Enroll in one of the utility's demand response programs such as Summer Saver.	1			
72		Insulate hot water heaters and all exposed hot water pipes.	1			

Strategy #		Energy Conservation <i>Minimum # of Measures Needed for CLEAN Business Recognition = 12</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
73	Other (Cont)	Use weather stripping to close air gaps around doors and windows.	1			
74		Install solar photovoltaic or solar hot water systems to meet part of your business's energy demands. (Up to 50 points possible)	5 per KW			
75		Create your own: _____	TBD			
Strategy #		Water Conservation <i>Minimum # of Measures Needed for CLEAN Business Recognition = 6</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
76	General	Learn how to read your water meter and/or bill as a way to track water use better.	1			
77		Regularly check for and repair all leaks in your facility.	1			
78	Landscape	Group plants with similar water requirements together on the same irrigation line.	1			
79		Install a water efficient irrigation system using a drip system and weather-based irrigation controllers.	3			
80		Replace turf grass areas with drought resistant native and California-friendly species.	4			
81		Replace turf grass with artificial turf.	5			
82		Use ground cover or a minimum of 4-inch depth mulch around landscape to prevent water evaporation.	2			
83		Irrigate during early morning hours (midnight - 5AM) to decrease water loss from evaporation.	1			
84		Use dry surface cleaning methods, followed by damp mopping or wiping instead of hosing down outdoor areas, or implement a pressurized water broom and manage runoff properly.	1			
85		Repair all broken or defective sprinkler heads/nozzles, lines, valves; or notify landscape contractor or facility manager.	2			
86	Restrooms	Install water efficient aerators on lavatory and kitchen sink faucets (1.5 gpm or lower).	1			
87		Install high efficiency toilets (1.28 gpf or dual flush).	3			

Strategy #		<b>Water Conservation</b> <i>Minimum # of Measures Needed for CLEAN Business Recognition = 6</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
88	<b>Restrooms (Cont)</b>	Install ultra low (<1 gpf) or zero water urinals.	3			
89		Install signs in restrooms encouraging water conservation.	1			
90		Replace free flowing faucets in restrooms with automatic shut-off faucets.	2			
91	<b>Other</b>	Shut off water-cooled air conditioning units when not needed.	1			
92		Send company vehicles to a car wash that uses a "zero discharge" car wash system or an automated car wash system that recycles and reuses the wash or rinse water.	1			
93		Capture rain water or reuse gray water for irrigation or other non-drinking purposes.	5			
94		Create your own: _____	TBD			
Strategy #		<b>Solid Waste Reduction</b> <i>Minimum # of Measures Needed for CLEAN Business Recognition = 12</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
95	<b>Segregate, Reuse, or Recycle</b>	Recycle glass, plastic, and aluminum containers with deposit value; cardboard and dry food boxes; paper (white, colored, and mixed paper as well as junk mail); newspapers, catalogs, and telephone books.	1			
96		Recycle metal and untreated wood, including scrap metal and wood pallets.	1			
97		Establish a company recycling policy that captures all designated recyclables.	2			
98		"Freecycle" - donate or exchange unwanted, usable items to schools, churches, hospitals, etc. through the California Materials Exchange Portal. Visit <a href="http://www.calrecycle.ca.gov/calMAX/">www.calrecycle.ca.gov/calMAX/</a> for a list of resources.	2			
99		"Twin" all trash and recycling containers.	5			
100		Compost all landscape trimmings.	5			
101		When shipping items, use shredded paper made on-site from waste paper or reuse packing pellets, bubble wrap, or other packing materials.	2			
102		Send used printer/copier toner cartridges back to the manufacturer or local service for recycling or refilling.	1			
103		Buy recycled or remanufactured printer and copier toner cartridges.	2			

Strategy #		<b>Solid Waste Reduction</b> <i>Minimum # of Measures Needed for CLEAN Business Recognition = 12</i>	Points Possible	BASELINE Points Earned	IMPROVED Points Earned	Supporting Details
104	<b>Office Paper Reduction</b>	Develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.	1			
105		If applicable, use electronic timesheets, direct deposits, and/or provide online pay statements to avoid the use of paper statements.	1			
106		Determine the amount of paper your office uses (on average) and establish a paper-use reduction goal.	2			
107		Eliminate fax cover sheets by using stick-on fax labels.	2			
108		Encourage employees to share phone books, repair manuals, etc. instead of ordering books for each employee. Consider putting manuals online.	4			
109		Require that your office's primary method of document distribution (meeting handouts, memos, etc.) be electronic.	1			
110		Order supplies by phone or email instead of using forms.	1			
111		Set computer/printer defaults to print double-sided copies. Require double-sided copying for multi-page documents, when possible.	1			
112		Update/correct mailing lists used to send information to customers to avoid creating undeliverable mail. Consider electronic marketing (e-mail blasts, for example).	1			
113		Use computer software programs that allow faxing directly from computers without printing.	1			
114	<b>Solid Waste Reduction</b>	Use refillable containers in lieu of aerosol cans.	1			
115		Arrange for a free solid waste and recycling audit for your business by calling the City at (619) 691-5122; select #5 from the menu to reach a City Recycling Specialist who can then schedule your assessment.	4			
116		Centralize purchasing within your business to eliminate unnecessary purchases and control what is being bought.	1			
117		Purchase reusable office items, such as refillable pens, mechanical pencils, etc.	1			
118		Install air hand dryers in restrooms and eliminate paper towels for hand drying.	3			
119		Replace disposable beverage cups, plates, and utensils with reusable, washable items. Encourage employees to bring food from home in reusable containers.	3			
120		Eliminate the use of single-serve bottled water for employees, meetings, and in vending machines.	2			



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121	<b>Solid Waste Reduction (Cont)</b>	Require vendors to deliver supplies in returnable or reusable containers.	3			
122		Use optical scanners for tracking inventory to allow for more precise ordering and less waste.	2			
123		Buy products in bulk when possible, using concentrated products (such as cleaning supplies) when appropriate. Portion concentrated products into labeled reusable, bottles.	2			
124		Use reusable metal/nylon coffee filters instead of paper filters. Buy sugar and creamer in bulk rather than individual packets.	1			
125		Buy products made with recycled or reused content.	2			
126		Buy office paper, envelopes, and business cards with recycled content (minimum of 30% post consumer content).	2			
127		Buy mulch, soil amendments, and compost made of plant trimmings or green waste for landscaping.	2			
128		Buy products in returnable, reusable, or recycled content packaging.	2			
129		Buy recycled construction materials when building/remodeling (e.g. insulation made from recycled paper/cotton, plastic lumber for decking, benches and railing, carpeting made with recycled content, etc.)	5			
130		Print messages on product containers encouraging customers to recycle packaging and products.	1			
131		Stock and/or sell products with highest recycled content available.	3			
132		Place a sticker or sign on the paper towel dispenser reminding people to use less paper towels.	1			
133	<b>Other</b>	Create your own: _____	TBD			
TOTAL GENERAL POINTS:			368	0	0	
RESTAURANT SUPPLEMENT POINTS:				0	0	
AUTOMOTIVE REPAIR SUPPLEMENT POINTS:				0	0	
TOTAL SCORE:				0	0	

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_